



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

**Job Title:** Deputy Chief of Federal, State, Local & Tribal Office

**Position Number:** EC033

**Position Grade:** GS-15

**Salary Range:** \$144,128.00 - \$172,500.00 (not applicable to detailees)

**Vacancy Open Period:** 05/7/2021 – 05/22/2021

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal and Detailees

**Division:** PC/DEISD

**Duty Location:** Bethesda, MD

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal candidate to fill a GS-15 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

**\*\*Previous applicants will be considered\*\***

Current GS employees at the same grade as the advertised position may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre.



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- Current Federal Government employees. (Current GS employees at the same grade as the advertised position may apply.)
- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade as the advertised position may apply.)

## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission

The Policy and Capabilities Directorate is focused on ensuring the IC is best postured to meet the future challenges and threats confronting our nation.

The Domestic Engagement, Information Sharing and Data (DEISD) Office is responsible for leading the IC in managing information and data to ensure that it gets to the right people at the right time in the right format, while building, enabling and maintaining domestic partnerships to mutually share information, people, processes, technologies, innovations and ideas to inform decision making at all levels while advancing the IC mission and strengthening national security. DEISD partners include IC elements, Department of Defense, Federal, State, Local and Tribal organizations, and a broad range of private sector partners including industry, nongovernmental organizations (NGOs), and academia.

DEISD/Federal, State, Local and Tribal (FSLT) Engagement advances the DNI's National Intelligence Strategy by optimizing partnerships to enhance intelligence and better inform decision making. IC and FSLT partnerships to seamlessly share information to advance the IC mission and inform decision making. The FSLT Engagement Group synchronizes and coordinates the ODNI's engagement with key FSLT partners to facilitate national security related intelligence and information sharing and increase interoperability.

## Major Duties and Responsibilities (MDRs)

- The position is responsible for enhancing information sharing between the IC and its FSLT partners through new and innovative partnerships, improving existing governance boards, and enhancing important mission partner relationships. The incumbent is responsible for establishing, strengthening, and leveraging partnerships with a wide range of government partners who have different priorities, capabilities, authorities and limitations. We want an experienced professional with leadership and management background preferably with Federal, non-Title 50 departments and agencies, state and local law enforcement and homeland security authorities and officials, to help us enhance, expand and modernize information sharing. The work environment is fast paced, involving a broad span of government-wide responsibilities focused on tough national security problems involving rapidly changing priorities and both structured and unstructured partner requirements.
- Oversee review of policies, procedures, guidelines, rules and standards to foster effective information sharing through partnerships.



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- Lead, monitor, and synchronize ODNI domestic partnership activities with Non-Title 50 federal, state, local and tribal partners. Liaise with state/local/tribal partners, and leaders and staffs of the National Security Council (NSC), Interagency Policy Committees on Partnerships and Engagement; and Technology and National Security.
- Establish, guide, and oversee ODNI and IC working groups, boards, and committees, as needed, to support accomplishment of corporate and strategic goals.
- Represent the DNI or Office on-related work and conduct ongoing collaboration and outreach with stakeholders and partners across the ODNI, IC, Department of Defense, United States Government, and oversight organizations (e.g., Congress and OMB), as needed, to meet mission objectives.
- Perform personnel management responsibilities with a focus on building a high performance workforce; promote team building and a collaborative work environment; ensure goals and performance objectives are understood; assess performance and provide timely feedback, recognition, and remediation.
- Oversee collection and analysis of authorities, policies and other guidance related to FSLT information sharing and safeguarding.
- Oversee the review of FSLT information sharing issues and development of initiatives to address the gaps and shortfalls.
- Oversee development of division portfolios and work plans; oversee execution and provide guidance, direction, and performance feedback, and oversight.
- Lead internal process improvement and knowledge management efforts to increase effectiveness and scalability of information sharing processes, tools, and initiatives.
- Leverage IC subject matter experts to address domestic partner information needs regarding transnational threats to the homeland. Oversee and manage the internal operations of the FSLT Engagement.

## Mandatory Requirements

- Expert knowledge of the mission, charter, roles, and responsibilities of the ODNI, domestic intelligence agencies and FSLT partners, and how these organizations can effectively cooperate in implementing information sharing plans and programs.
- Superior ability to communicate clearly, orally and in written reports and documents, policies, plans, and programs related to improving information sharing across the whole of government.
- Superior ability to logically analyze, synthesize, and judge information, as well as the ability to review and incorporate multiple sources of information in performing assignments.
- Superior ability in developing effective professional and interpersonal relationships with peers and colleagues in ODNI, the interagency and FSLT partners, and to earn their confidence and trust.
- Established relationships within and across federal, state, local, and private sector information sharing community and experience working within and across information sharing collaboration and governance bodies.
- Demonstrated leadership in planning, managing, and directing the efforts of inter-office and inter-agency initiatives and activities.
- Excellent interpersonal skills to work effectively with senior leaders from inside and outside the USG, and to coordinate, network, and communicate across the Intelligence Community (IC), Department of Defense, and the Law Enforcement and Homeland Security communities.

## Key Requirements and How to Apply

Internal ODNI Candidates:



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).*

## Current Federal Employees Applying for a Detail Assignment:

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.***

**Applicants from federal agencies outside the IC** must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** applications should be sent to either DNI-HR-HRM-TEAMB-Mailbox@cia.ic.gov (classified email system). Applicants experiencing technical issues should contact the HR POC for guidance. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## All Applicants:

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

## What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

## Agency Contact Information

ODNI Recruitment Team B; Phone: 301-243-1318

## Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI\\_Reasonable\\_Accommodation\\_WMA@cia.ic.gov](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto:DNI_DRA@dni.gov), by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**